

- ◆ Funding Available for Drinking Water Operators
- ◆ Operators Needed
- ◆ 2004 Examination Schedule
- ◆ Attention Sample Collectors!
- ◆ Change of Address? Change of Employment?
- ◆ Training Schedule

# Water & Wastewater Digest

Vol. XXX, No. 2

July/August 2004

## One Owner – Many Water Systems

In May, the Missouri Department of Natural Resources mailed letters to water systems eligible to receive vouchers as part of a grant recently received by the department. The letters were sent to one official contact for each water system. For a municipal system, this could be the mayor or city clerk. For privately owned water systems, this is usually the owner of the system and/or property.

The operator certification unit has received some phone calls from people that received more than one letter. It is possible that one owner may own several water systems, each having its own

drinking water system identification number, such as MO1111111. Some of the same operators may work at multiple systems owned by one owner. Each water system is eligible to receive its own set of vouchers, regardless of whether the owner owns more than one water system.

Each distribution system will be receiving \$1,275 worth of vouchers, and each treatment system will receive \$1,875 worth of vouchers. This means that owners of multiple systems will receive a significant amount of voucher funds.

Vouchers can be used to train and certify

additional operators and to raise the level of the current operator's certificates.

The department is asking owners of multiple systems to consider whether they will be able to use the vouchers for each water system. Eligible water systems will automatically receive vouchers unless the department is notified in writing that the water system chooses not to receive them.

If water system owners determine that they do not need to receive vouchers for all of their water systems, please call the operator certification unit at 1-800-361-4827.

## Notice to All Grandparented Drinking Water Operators

Operators holding a "grandparented" certificate are required to take renewal training to keep that certificate current. A certificate is grandparented if it has the word "Restricted" along with the name of the water system on it.

The training requirements for a grandparented certificate are the same as those for non-grandparented certificates. The number of training hours required depends on the level of the certificate. The tables at the end of this article summarize the number of hours needed for the different types of certificates.

Each certificate is good for three years after it is issued. All certificates

require training before the expiration date, so checking a certificate's expiration date is recommended.

The operator certification unit will send operators a letter notifying them of the upcoming expiration and a training summary 60 days before expiration. This letter is a courtesy letter and all operators are encouraged to maintain their own records of their training.

The unit has become aware that there is some confusion about what grandparented operators need to do to keep their certificates up-to-date.

To renew a grandparented certificate:

1. Fill out the appropriate areas of the certificate renewal form

2. Verify the training listed on the form and attend additional training, if needed
3. Sign the form
4. Return the form to the operator certification unit, along with a payment (\$45.00) for the certificate renewal.

Certificate Level	Training Hours Required
DS-1	10
DS-2	20
DS-3	30
DW-D	20
DW-C	30
DW-B	30
DW-A	30

# Funding Available for Drinking Water Operators – Update and Q&A

The Missouri Department of Natural Resources recently received a grant from the U.S. Environmental Protection Agency to provide money for the training and certification of individuals operating community and non-transient non-community drinking water systems serving 3,300 people or less. More than 1,500 water systems are eligible to participate in the grant. A list of the eligible water systems is posted on the Operator Certification page of the department's Web site at: [www.dnr.mo.gov/oac/oprtrain.htm](http://www.dnr.mo.gov/oac/oprtrain.htm).

The department will be issuing vouchers to eligible water systems. Vouchers can be used as payment for drinking water examinations and certification and eligible drinking water treatment and distribution training.

In May, the department's operator certification unit sent letters to the eligible water systems. Since that time, the operator certification unit has received several questions about the vouchers from water system representatives and from operators. The most commonly asked questions and the corresponding answers have been listed below.

**Q: What do water systems have to do to receive vouchers?**

A: Nothing. Eligible water systems will automatically receive vouchers unless they have elected not to.

**Q: When will water systems receive the vouchers?**

A: Vouchers will be mailed to the water systems in August 2004.

**Q: Can a voucher be used to pay for a course that begins before the vouchers are issued?**

A: No. Vouchers cannot be used retroactively. Vouchers will only be valid after the department issues them.

**Q: How long will the vouchers be valid?**

A: The vouchers will expire on Dec. 31, 2007.

**Q: What is the dollar value of vouchers each water system will receive?**

A: The value of the vouchers eligible water systems will receive depends on the classification of the drinking water system. Eligible water systems classified as distribution systems (a.k.a. DS-1, DS-2, or DS-3) will receive \$1,275 worth of vouchers. Eligible water systems classified as treatment systems (A through D) will receive \$1,875 worth of vouchers. The classifications are based on the complexity of the drinking water system, as outlined in state regulations (10 CSR 60-14.010(3), RSMo).

## Can vouchers be used at any drinking water training?

**Q: What about eligible water systems with both distribution and treatment systems?**

A: Eligible water systems with both distribution and treatment systems will receive \$1,875 worth of vouchers.

**Q: What happens if a water system does not spend all of the voucher money? Does the water system get the remainder in cash?**

A: No unused voucher money will be provided to water systems. Water systems are not receiving actual money, instead grant funds have been allocated to each system in the form of vouchers. When the vouchers have expired, the department will evaluate the success of the voucher program and make a decision on how to further implement the grant.

**Q: Can vouchers be used for wastewater examinations and renewals?**

A: No. The only examinations and certifications for which the vouchers can

be used are drinking water treatment and drinking water distribution. This is because the grant is a result of amendments to the federal Safe Drinking Water Act.

**Q: Why can't vouchers be used at wastewater training?**

A: According to the federal Safe Drinking Water Act, this federal drinking water grant is to provide assistance for drinking water (not wastewater) examinations, certifications and training only.

**Q: What is considered wastewater training?**

A: Training where the number of wastewater hours is greater than the number of both drinking water treatment and drinking water distribution hours.

**Q: How can operators tell if a training class is eligible to receive vouchers?**

A: Beginning in August 2004, courses that are eligible to receive vouchers will be listed in the Water & Wastewater Digest and on the Operator Certification page of the department's Web site at: [www.dnr.mo.gov/oac/oprtrain.htm](http://www.dnr.mo.gov/oac/oprtrain.htm). In addition, training providers will be encouraged to advertise that courses are eligible for vouchers.

**Q: Can vouchers be used for**

- 1. Testing supplies and equipment?**
- 2. Operator salaries?**
- 3. Primacy fees?**
- 4. The costs of travel, meals, and lodging to attend training?**

A: No. Vouchers cannot be used for any of the above purposes. Vouchers can only be used for fees associated with drinking water operator certification. This includes

(continued on Page 3 ...)

# Missouri Department of Natural Resources - Departmental Offices

( ... continued from Page 2)

operator examinations, renewal certificates and voucher-approved drinking water training.

**Q: Can vouchers be used to pay for a correspondence course?**

A: Yes. Vouchers can be used to pay for voucher-approved correspondence courses. In this situation, operators will need to request reimbursement from the department once the course is completed. The voucher packet will contain instructions on how to receive reimbursement for correspondence courses.

**Q: Can vouchers be used to purchase books or manuals not associated with a training course?**

A: No. A voucher cannot be used to purchase books by themselves. However, books can be provided by an instructor of a voucher-approved training class, when that cost is included in the price of the class. Fees for books that must be purchased as part of an approved correspondence course may be eligible for reimbursement.

**Q: If a water system is run by contract operators, can they use the vouchers?**

A: Yes. Each water system can decide who uses the vouchers. This includes allowing contract operators to use them. However, systems may want to ask their contract operator if they will need the vouchers. Many contract operators operate multiple drinking water systems and may not

**Q: Can vouchers be used at any drinking water training?**

A: Two conditions must be met to use a voucher to pay for a training course.

1. The course must be a pre-approved drinking water course. This is determined by the number of renewal hours awarded to the course. To be eligible for vouchers, the number of drinking water treatment or drinking water distribution renewal hours must be equal to or greater than the renewal hours awarded to wastewater. The table below provides examples of courses that are eligible and not eligible for vouchers, based on the number of renewal hours awarded.

Drinking Water Treatment Hours	Distribution Hours	Wastewater Hours	Voucher Eligible?	Explanation
6	4	4	Yes	Drinking Water Treatment hours greater than Wastewater hours
4	6	4	Yes	Distribution hours greater than Wastewater hours
6	6	6	Yes	Drinking Water Treatment and Distribution hours equal to Wastewater hours
6	4	6	Yes	Drinking Water Treatment hours equal to Wastewater hours
4	6	6	Yes	Distribution hours equal to Wastewater hours
4	4	6	No	Wastewater hours greater than both Drinking Water Treatment and Distribution hours.

2. The second condition that must be met to use a voucher for training is that the trainer or training organization must agree to accept vouchers as payment. The department expects that most trainers will accept vouchers as payment, however each trainer has the choice whether or not to do so.

need to use vouchers from all of the water systems they operate.

**Q: Can the water system use vouchers to send staff who work in other areas such as streets, parks, or wastewater to drinking**

**water training and to apply for drinking water certification?**

A: Yes. One goal of the grant is to help water systems train and certify additional operators if they choose to do so.

## City Water Operator and City Wastewater Operator Needed

The City of Moscow Mills is now accepting applications for the full time position of a water operator and a wastewater operator. Applicants for both positions must be certified, possessing a D, with the ability to obtain a C within 12 months. The City offers partially paid health, dental and life insurance, and paid holiday and vacation time.

Applications can be picked up and returned to City Hall Monday through Friday, 8 a.m. - 4:30 p.m.

Deadline for returning applications and submitting resumes is Aug. 1, 2004. The City reserves the right to accept or reject any or all applicants. Pre-employment drug screen will be required. E.O.E.

**Submit resume/application to:**

Moscow Mills City Hall  
ATTN: Mayor Schuette  
P.O. Box 36  
Moscow Mills, Missouri 63362

# **Department of Natural Resources Operator Certification and Training Unit 2004 Examination Schedule**

Date	Location	Filing Deadline
Sept. 7	DNR Conference Center, 1738 E. Elm, Jefferson City	Aug. 7
Sept. 13	Powder Valley Nature Center, St. Louis	Aug. 6
Oct. 5	Southeast Regional Office, Poplar Bluff Southwest Regional Office, Springfield DNR Conference Center, 1738 E. Elm, Jefferson City	Sept. 5
Nov. 2	Northeast Regional Office, Macon Kansas City Regional Office, Lee's Summit DNR Conference Center, 1738 E. Elm, Jefferson City	Oct. 2
Dec. 6	Powder Valley Nature Center, St. Louis	Nov. 6
Dec. 7	DNR Conference Center, 1738 E. Elm, Jefferson City	Nov. 7

Regular wastewater examinations are scheduled for 9 a.m., and the water supply examinations are scheduled for 1 p.m., **unless otherwise noted on the admission letter.**

## **Attention Drinking Water Operators and Sample Collectors!**

### **Please read and follow instructions WRITE LEGIBLY — IN INK**

Complete name and address for public water supply.  
Enter bottle No. from sampling container.  
If a chlorinated supply, measure Free and Total Chlorine Residual at collection point and enter amounts in the appropriate space.  
PWS ID NO  
Your 7-digit identification number must be entered to process this sample. It may be found on the address label.  
Sample Location ID  
ID number to identify routine sampling points. Also used to tie repeat samples to the original positive sample. ID number can be up to 10 characters.  
Collection Point  
Give address or name of sample collection point.  
Sample Date  
Check the box that coincides with the type of sample taken.  
**Routine** - Regular monthly samples.  
**Repeat** - A series of 3 or 4 repeats (4 if you only take 1 routine or less per month) must be taken for each sample that tests positive for coliform. All must be taken on the same day, within 24 hours of being notified of the coliform positive sample. One from the site of the original bad sample, one within 5 service connections upstream and 5 connections downstream. The fourth, if necessary, can be anywhere within the 10 connections.  
**Replacement** - All samples with the results too numerous to count (TNTC) or confluent without coliform are invalid and must be replaced with a single sample from the same location within 24 hours of being notified.  
**Special** - Any sample that does not count for the record. Such as samples to check disinfection practices on repairs or new construction.  
Sample Date  
Use 2 digits for month, day and year. April 1, 1991 would be written as 04 01 91.  
Sample Time  
Use 24 hr. clock to record the time sample was collected. Sample taken at 2:30 p.m. would be entered as "1430" or 2:30 plus 12 hrs. = 1450 hours. Any sample marked before 1200 would be considered collected in the a.m.  
Collected by  
Name of sample collector.  
Daytime Telephone  
Complete day time telephone number for sample collector.  
MO 580-0751 (3-95)

Large numbers of bacteriological water samples sent to the state lab are rejected each year due to errors made in filling out the form incorrectly.

Note the instructions for filling out the form are on the back of the sample. If uncertain how to fill it out the form please read over the instructions before sampling. Recording the correct date and time are key to keeping a sample from being rejected. Remember, the sample collection time must be recorded in 24 hours time. (See the back of form for instructions.) If this is not done, the samples

are assumed to have been collected in the morning. This small error could cause a sample to be rejected.

Another overlooked aspect of bacteriological sampling is making sure the sample bottle is filled a little above the 100 ml line on the bottle. If the sample is not filled to a point above the 100 ml line it will be rejected as Quantity Not Sufficient for sampling.

Attention to these details will save time and the expense of mailing in a new sample.



SEE REVERSE SIDE FOR INSTRUCTIONS		BOTTLE NO.	
PUBLIC WATER SYSTEM NAME AND ADDRESS		SUPPLY NAME	
STREET ADDRESS		MISSOURI DEPARTMENT OF HEALTH STATE PUBLIC HEALTH LABORATORY	
CITY		BACTERIOLOGICAL WATER ANALYSIS	
COUNTY		CHLORINE RESIDUAL (AT COLLECTION POINT)	
FREE		TOTAL	
SAMPLE TYPE		SAMPLE DATE AND TIME	
ROUTINE		MO DAY YR TIME	
REPEAT		COLLECTED BY	
REPLACEMENT		DAYTIME PHONE NO.	
SPECIAL		ANALYSIS RESULT	
PWS ID		LAB USE ONLY	
PLEASE RETURN BOTH COPIES		<input type="checkbox"/> <1 <input type="checkbox"/> COL. FORM 1 <input type="checkbox"/> FC <input type="checkbox"/> HC <input type="checkbox"/> ONE <input type="checkbox"/> OVER 30 HOURS RESULTS MAY NOT BE VALID <input type="checkbox"/> TWO <input type="checkbox"/> OVER 48 HOURS <input type="checkbox"/>	

# Change of Address? Change of Employment?

## Attention Certified Operators!

Do not forget to notify the operator certification unit of mailing address or employer changes. Without a current mailing address, the unit will be unable to send:

- Renewal Notifications
- Exam Results
- Reports on Earned Training Hours
- *Water & Wastewater Digest*

Informing the department of employment changes helps keep our database updated.

Please fill out the form below to report recent changes of address or employers.

### Operator Update

Certificate Number \_\_\_\_\_

☐ Change of Address

#### 1. NEW address

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ - \_\_\_\_\_

☐ Change of employment

#### 1. NEW employer

System Name \_\_\_\_\_

System ID Number (if known) \_\_\_\_\_

New job title \_\_\_\_\_

#### MAIL TO:

Operator Certification Unit  
P.O. Box 176  
Jefferson City, MO 65102

#### OR FAX TO:

573-751-0678



# Missouri Department of Natural Resources

## Approved Training Courses

Please contact the course coordinator at the phone number listed below their name for more information

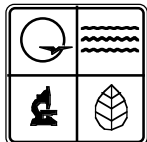
Course Title Course Number	Instructor	Course Location Sponsored By	Course Coordinator Coord. Phone No.	First/Last Day	Number of Days	Renewal Credit Hours Drinking Water -Distribution. -Wastewater -CAFO
Troubleshooting Electrical Control Circuits 0401071	Various Instructors	Kansas City NTT, INC	Marta Horton 303-957-4397	8/3/2004 /8/5/2004	3	21.0
Intro, to Wastewater Analysis 0405418	Various Instructors	Branson MWWC	Sandi Miller 573-761-0376	8/3/2004 /8/3/2004	1	6.5
Watersheds: Concepts and Curriculum Review 0402468	Various Instructors	Camp Colborn NFP-CCWWC	Wanda Eubank 573-672-3221	8/3/2004 /8/3/2004	1	0.5
Intro, to Wastewater Analysis 0405419	Various Instructors	Branson MWWC	Sandi Miller 573-761-0376	8/4/2004 /8/4/2004	1	6.5
Watersheds: Concepts and Curriculum Review 0402469	Various Instructors	Camp Colborn NFP-CCWWC	Wanda Eubank 573-672-3221	8/4/2004 /8/4/2004	1	1.0
Hazwoper Refresher Training 0401515	Joe Lickteig	Blue Springs MSG, Inc.	James Lauer 816-229-6866	8/4/2004 /8/4/2004	1	0.0
Drinking Water Certification Class 0402516	Tom Hyatt	LaPlata MRWA	Tom Hyatt 573-657-5533	8/4/2004 /9/2/2004	10	0.0
Intro, to Wastewater Analysis 0405420	Various Instructors	Branson MWWC	Sandi Miller 573-761-0376	8/5/2004 /8/5/2004	1	6.5
Watersheds: Concepts and Curriculum Review 0402470	Various Instructors	Camp Colborn NFP-CCWWC	Wanda Eubank 573-672-3221	8/5/2004 /8/5/2004	1	0.5
Watersheds: Concepts and Curriculum Review 0402471	Various Instructors	Camp Colborn NFP-CCWWC	Wanda Eubank 573-672-3221	8/6/2004 /8/6/2004	1	0.0
Wastewater Treatment Short School 0405364	Various Instructors	Neosho Crowder College	Autumn Sweet 800-848-8726	8/9/2004 /8/13/2004	5	5.0
Understanding Programmable Logic Controllers 0401095	Various Instructors	Kansas City, MO NTT, INC	Marta Horton 303-957-4397	8/10/2004 /8/12/2004	3	21.0
MO Association of Sewer Districts 3 Annual Meeting 0402474	Various Instructors	Boonville MASD	Lesley Oswald 573-441-0240	8/13/2004 /8/13/2004	1	0.0
Water Treatment Short School 0405367	Various Instructors	Neosho Crowder College	Autumn Sweet 800-848-8726	8/16/2004 /8/20/2004	5	3.0
Pipe Locating 0405044	Jim Grimes	Branson Metrotech Corp.	Jim Grimes 816-387-1899	8/17/2004 /8/17/2004	1	0.0
Understanding Programmable Logic Controllers 0406096	Various Instructors	St. Louis, MO NTT, INC	Marta Horton 303-957-4397	8/17/2004 /8/19/2004	3	21.0
Theory of Pipe Locating 0406450	Jim Grimes	St. Louis Metrotech Corp.	Jim Grimes 408-734-1400	8/17/2004 /8/17/2004	1	0.0
Asset Management Workshop 0402179	Various Instructors	Macon MO MoDNR-OAC	Carl Brown 573-526-6627	8/18/2004 /8/18/2004	1	0.0

# Missouri Department of Natural Resources

## Approved Training Courses

Please contact the course coordinator at the phone number listed below their name for more information

Course Title Course Number	Instructor	Course Location Sponsored By	Course Coordinator Coord. Phone No.	First/Last Day	Number of Days	Renewal Credit Hours Drinking Water -Distribution.-Wastewater -CAFO
5 Day Vacuum Sewer Sys.- Op. Training 0409053	Various Instructors	Rochester, IN Airvac Inc.	Kevin Scott 574-223-3980	8/23/2004 /8/27/2004	5	0.0
Distribution System Calculations 0402387	Laverne Heaton	Monroe City NE-MWWC	Laverne Heaton 660-332-6192	9/1/2004 /9/1/2004	1	6.0
Water Treatment Review 0401233	Randy Johnson	Cameron MWWC	Sandi Miller 573-761-0376	9/2/2004 /9/2/2004	1	5.5
Wastewater Laboratory Training Seminar 0401461	Pam Schweitzer	Lee's Summit MWEA	Pam Schweitzer 636-561-9481	9/2/2004 /9/2/2004	1	1.5
Control Devices & Electr. Drawings 0406029	Paul Tucker	St. Peters Control Tech. Inc	Rebecca Tucker 636-474-3188	9/3/2004 /9/3/2004	1	6.5
Distribution System Calculations 0402388	Laverne Heaton	Brookfield NE-MWWC	Laverne Heaton 660-332-6192	9/7/2004 /9/7/2004	1	6.0
Distribution System O&M Class 0405554	Tom Hyatt	Republic MRWA	Tom Hyatt 573-657-5533	9/8/2004 /9/8/2004	1	7.0
Environmental Infrastructure Workshop 0404184	Various Instructors	Hannibal MoDNR-OAC	Dave Kindeispire 573-526-6627	9/9/2004 /9/9/2004	1	5.0
Plant Manager Seminar 0402532	Various Instructors	Columbia MWEA	Pam Schweitzer 636-561-9486	9/9/2004 /9/9/2004	1	4.0
PM & Site Surveying Plant Elec. Equip. 0406030	Paul Tucker	St. Peters Control Tech. Inc	Rebecca Tucker 636-474-3188	9/10/2004 /9/10/2004	1	6.5
Pump & Motor Maintenance 0405374	Various Instructors	Nevada Crowder College	Autumn Sweet 800-848-8726	9/14/2004 /9/15/2004	2	13.0
Chemical Spill Response Training 0405445	Chris Pappas	Springfield SigmaConsulting	Chris Pappas 863-287-5957	9/14/2004 /9/14/2004	1	8.0
MWWC 2004 Annual Meeting 0402548	Various Instructors	Columbia MWWC	Sandi Miller 573-761-0376	9/14/2004 /9/14/2004	1	3.5
Distribution System Calculations 0402389	Laverne Heaton	Kirkville NE-MWWC	Laverne Heaton 660-332-6192	9/15/2004 /9/15/2004	1	6.0
Chemical Spill Response Training 0406446	Chris Pappas	St. Louis SigmaConsulting	Chris Pappas 863-287-5957	9/15/2004 /9/15/2004	1	8.0
MWWC 2004 Annual Meeting 0402549	Various Instructors	Columbia MWWC	Sandi Miller 573-761-0376	9/15/2004 /9/15/2004	1	6.5
Drinking Water Regulations Class 0402555	Tom Hyatt	Ashland MRWA	Tom Hyatt 573-657-5533	9/15/2004 /9/15/2004	1	7.0
Chemical Spill Response Training 0401447	Chris Pappas	Independence SigmaConsulting	Chris Pappas 863-287-5957	9/16/2004 /9/16/2004	1	8.0



MISSOURI DEPARTMENT OF NATURAL RESOURCES  
Outreach and Assistance Center  
P. O. Box 176  
Jefferson City, MO 65102-0176

**PRSRT STD**  
**U.S. Postage**  
**PAID**

Jefferson City, MO 65102  
Permit No. 82

DELIVER PROMPTLY. DATED MATERIAL ENCLOSED

## Water & Wastewater Digest

New Subscribers? Address Changes? Cancellations?

- ☐ New subscriber? Complete Section 2 below.
- ☐ In the process of moving or already moved? Attach your OLD address label in section 1 and complete section 2.  
(If you don't have a label, give us your old address.)
- ☐ Canceling Subscription? Complete Section 1 below.

**Operator Certificate Number** \_\_\_\_\_

### 1. Previous address:

Name \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ - \_\_\_\_\_

### 2. Your NEW address:

Name \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ - \_\_\_\_\_

#### MAIL TO:

Operator Certification and Training Unit  
P.O. Box 176  
Jefferson City, MO 65102

As a recipient of federal funds, the Department of Natural Resources cannot discriminate against anyone on the basis of race, color, national origin, age, sex, or handicap. If anyone believes he has subjected to discrimination for any of these reasons, he may file a complaint with either the Department of Natural Resources or the Office of Equal Opportunity, U.S. Department of the Interior, Washington, D.C. 20240.



Printed on recycled paper